

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library	(2) MEETING DATE 11/22/2016	(3) CONTACT/PHONE Christopher Barnickel 781-5785	
(4) SUBJECT Request to approve a contract with TechLogic Corporation in the amount of \$417,763 to purchase and maintain automated material handling equipment for the Library. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board: <ol style="list-style-type: none"> 1. Approve the contract with TechLogic Corporation, in the amount of \$417,763.37, to provide the hardware and software necessary to automate material handling services for the Library. 2. Authorize the Library Director or designee to sign associated licensing and warranty agreements in accordance with the contract terms. 			
(6) FUNDING SOURCE(S) Operating Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$417,763.37	(8) ANNUAL FINANCIAL IMPACT \$417,763.37	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001697		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts.			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Library / Chris Barnickel
781-5785

DATE: 11/22/2016

SUBJECT: Request to approve a contract with TechLogic Corporation in the amount of \$417,763, to purchase and maintain automated material handling equipment for the Library. All Districts.

RECOMMENDATION

It is recommended that your Board:

1. Approve the contract with TechLogic Corporation, in the amount of \$417,763.37 to provide the hardware and software necessary to automate material handling services for the Library.
2. Authorize the Library Director or designee to sign associated licensing and warranty agreements in accordance with the contract terms.

DISCUSSION

As part of the FY 2016-17 budget process, the Library requested a Budget Augmentation Request (BAR) for the Radio Frequency Identification (RFID)/Automated Materials Handling (AMH)/Materials Self-Check and Security Project. The Board approved the BAR allocating \$425,000 for the project from the Library Operation Budget.

The allocation of \$425,000 for Radio Frequency Identification/Automated Materials Handling/Materials Self-Check and Security was authorized to address the Library Department's need to move to a more user-friendly and efficient environment for patrons, reduce costs associated with processing materials by staff, secure the collection, and align processes with neighboring libraries in the Black Gold consortium.

In July of 2016, the County issued a Request for Proposal (RFP) to vendors to provide the Library with a solution to secure its collection and automate staff intensive processes associated with the circulation of library collections. The RFP was opened July 11, 2016. In August of 2016, the County received proposals from three vendors. TechLogic, Corp. was selected because of their solid reputation in the profession, competitive costs, and for having the product that best served the needs of the library and interests of our patrons.

OTHER AGENCY INVOLVEMENT/IMPACT

The library consulted with the Information Technology department to identify objectives, benefits, strategy, and timelines for automation. The Library worked with Central Services in the development of an RFP for automation. County Counsel has approved the contract as to form and legal effect.

FINANCIAL CONSIDERATIONS

The FY 2016-17 Budget allocated \$425,000 from the Library's Operating Budget to pay for proposed automation. The Library plans to execute extended warranty option for a period of five years after the initial one-year warranty coverage has expired. The Library will also be required to pay annual software license renewal fees of \$18,985. The Library's Operating Budget will cover the costs of the extended warranty and annual licensing requirements.

RESULTS

The contract will allow the Library Department to modernize library services to meet the needs of the public while helping to protect public assets from the loss and inefficiencies associated with traditional circulation of library materials. Moreover, the resulting redeployment of library staff to public-facing duties will help ensure the Library's mission to provide materials and services to people seeking knowledge, lifelong learning and recreation is met.

As stated in the FY 2016-17 Budget, the intended project results are as follows:

1. Securing the Library collection thereby reducing replacement costs of missing materials.
2. Repurposing 1.00-2.00 FTE to public-facing duties staff thereby creating greater community impact
3. Mitigate repetitive motion disorders by eliminating a known cause for risk
4. Allowing quicker checkouts and check-ins of materials through batch processing
5. Notifying patrons of upcoming library events
6. Notifying patrons of other suggested materials they may be interested in based on their selections and allowing quick access to place a hold for those materials as they check out
6. Decreasing the time materials spend in-route, thereby creating a quicker turn-around of materials on-shelf, between branches by floating the collection. Snap shots of the percentage of the collection 'in-transit' will indicate success

Results for this project will be reported on in the FY 2018-19 Budget.

ATTACHMENTS

1. Contract and Exhibits